

AMENDMENTS TO TA HANDBOOK

Policy Statement on TA Early Departures October 8, 2018

The yearly Teaching Assistant/Associate Appointment Notification Letter lists the effective dates of Teaching Assistant/Associate appointments. Generally, the ending date of each quarter's appointment is the date when grades are due to the Registrar.

Teaching Assistants who wish to depart campus at the end of the quarter – and prior to the effective ending date of their appointment – must secure permission from their instructional supervisor at least three weeks prior to departure, except in cases of emergency or illness, in which timely notification to their instructional supervisor or faculty leadership is advised.

Where permission for an early departure has been granted, Teaching Assistants must leave all testing media or written assignments on campus in a secure space, as in their office, and inform their instruction supervisor as to the location of the media. [Contact the Department's Business Manager for storage options if necessary.] For exams or papers have not already been digitally uploaded to GauchoSpace, Teaching Assistants are responsible for scanning and saving digital copies of the material for grading while away from campus. Further, Teaching Assistants must make all reasonable efforts to remain in communication with their instructional supervisor and the other Teaching Assistants in their work group during the grading period, up to and until the supervising instructor has approved the course grades for submission to the Registrar's Office.

